2013 Juvenile Accountability Block Grant (JABG) Application Egrants Instructions

How to Apply for a Grant

An application is created in response to an open Funding Announcement and is how an agency applies for a grant from ICJI.

Registration

Agencies must be registered in the Egrant system in order to be eligible to apply for funds. Agencies must also have specific individuals registered in the Egrant system to be assigned as the contact for the application. The registration is a three step process. If you, your agency or the individual who will complete the application has not registered for Egrants, please review more specific information below:

ICJI Registration home page: http://www.in.gov/cji/3526.htm

PDF Quick Start guide for getting started: http://www.in.gov/cji/files/1Getting_Started_In_Egrants_System(1).pdf
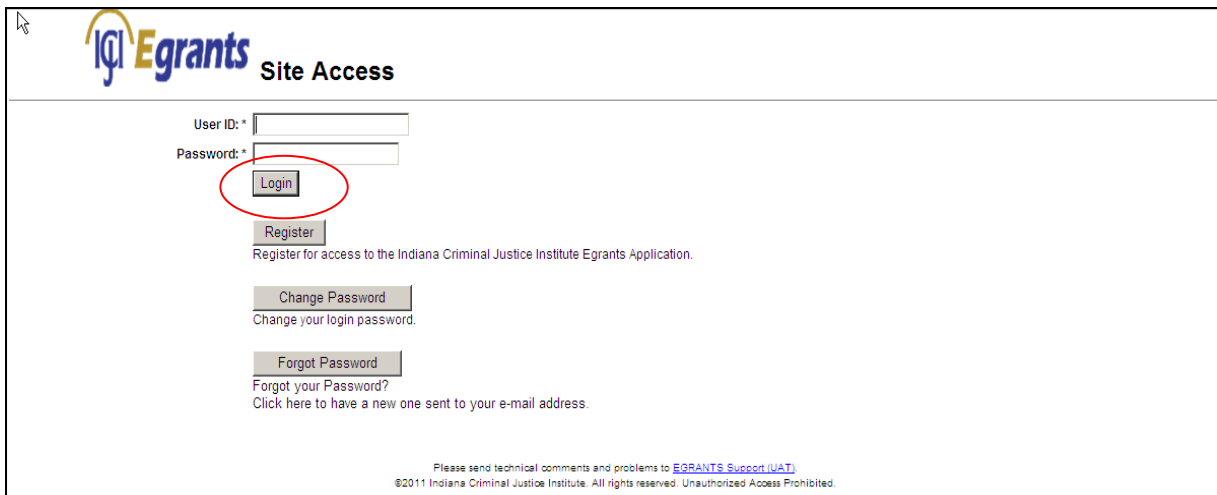
A note about Step 1: if your organization will have a different agency managing the fiscal aspects of the grant, both the applicant agency (Legal Applicant) and the fiscal agency will need to register for Egrants.

A note about Step 3: if you are the individual who will be completing the application and submitting online reporting, be sure to select the following roles: "Program Creator", "Fiscal Creator," and "Submission." If you are the fiscal agency contact, you will need "Fiscal Creator" and "Submission" rights as well as "Program Reader."

When registering for Egrants be sure to use the agency's full legal name.

Log-In

1) Go to the ICJI website at http://www.in.gov/cji and click on the Egrants link on the left hand side.

2) A screen entitled "Site Access" appears. Enter your "User ID' and "Password" that you selected when you registered and click on the "Login" button.

3) A "Welcome" screen appears after you have logged in.

If you are accessing an existing grant project (application, continuation or modification) or creating or updating reports such as a periodic program report or a quarterly financial report, select and click on the FIRST hyperlink.

If you are creating a new application, in response to a funding announcement, select and click on the SECOND hyperlink.

4) Click on the second link to "Create a New Application"

5) Search or select the funding announcement you want to apply for.

***To perform a basic search in the system, type the symbol "%" and this will pull up all funding announcements that are open in the agency.

6) Click on the funding announcement title/ link you would like to apply for.

7) Click the "Create a New Application" button

8) Once an application has been created, a message box will appear in the middle of the screen with your assigned Grant ID number. Write down this number that is provided as it will become your grant number and identifier for editing your application later.
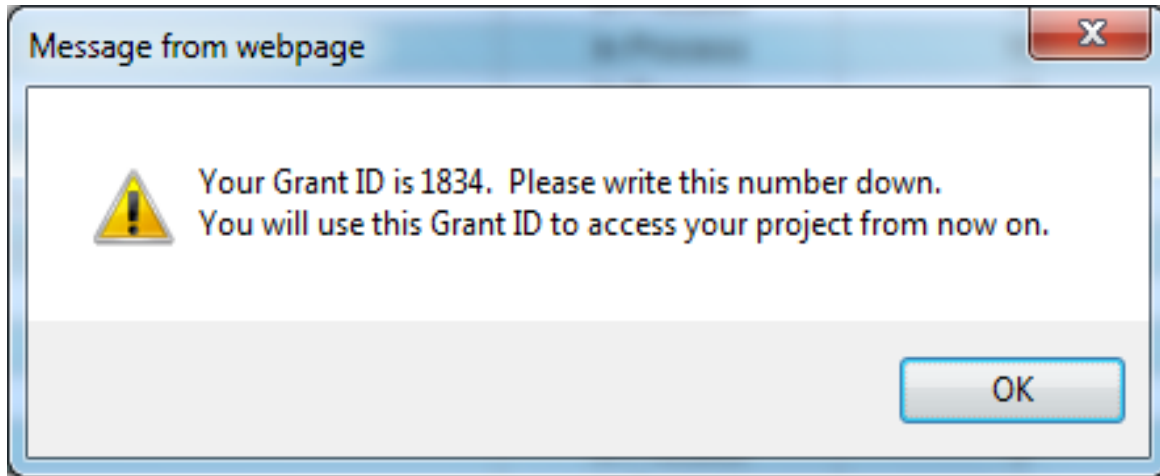
a) If you have already stared or created an application, a message box will appear letting you know that an application with the same Grant ID is already in progress. See Below:
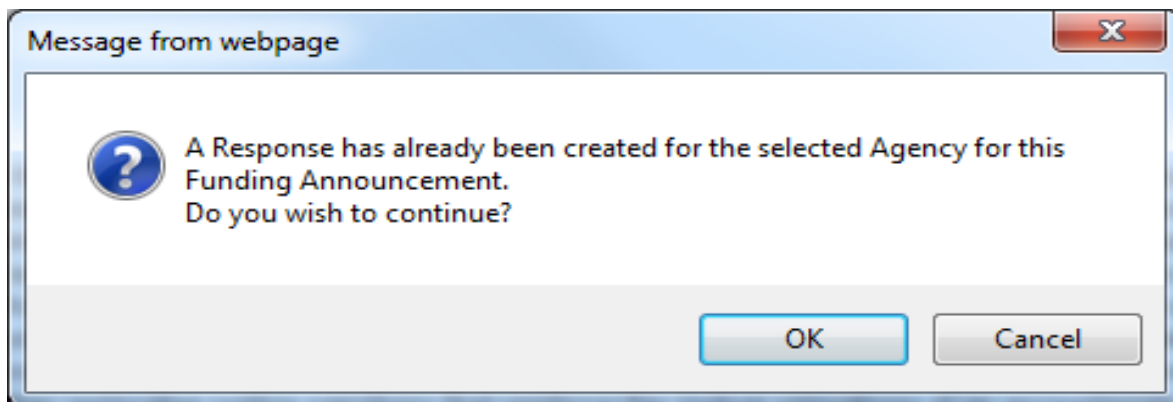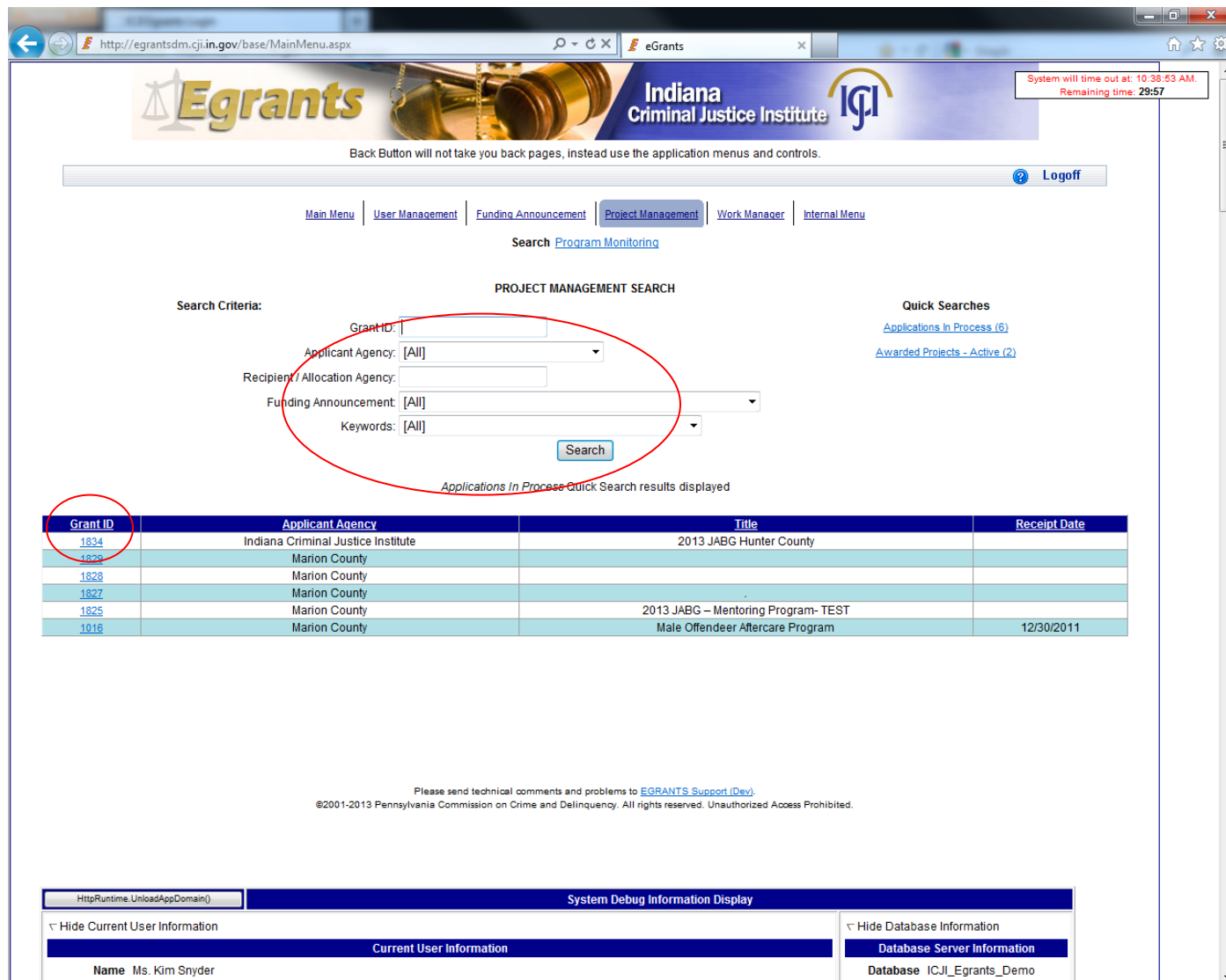

b) You can submit multiple applications for a single funding announcement. Do NOT duplicate

> Please NOTE: the system has assigned a Grant ID number to your application. It is important that you record this number so that if you log out of the system and return later to add more to the application you will pull up the application you previously began. Failure to enter the Grant ID number will result in another application being started for you with a new Grant ID number.

To access an existing Grant Application, on the Main Menu, click on the first link. The link will take you to the next screen.

To find your grant application, you may type in your Grant ID number or use the other search methods listed. When the results are displayed find and click on your Grant ID number.

This screen shows you the Project Summary of your application. In the middle of the screen you will see a link that will take you to your existing application.

Application Components

Through Egrants, you will provide ICJI with detailed information about your program that will be used to make funding decisions. With the exception of required attachments, please do not submit any other attachments. Please complete each section in the Egrants system. Text can and is encouraged to cut and paste from Word documents as Egrants does not have spell or grammar check along with saving a copy as a back up for your files in case anything happens to the system.

Application Summary

This screen provides all of the details of the Application. Once you have your assigned grant ID number/grant number, a new screen will come up called the "Application Summary." All of the components of the application are on this page. The "Main Summary Information" section will be highlighted as a blue link letting you know that this section needs to be filled out **first**. Once this section has been completed, the other sections of the application will become available for completion.

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1. Main Summary Section

The Main Summary page asks for information about your agency and the individuals responsible for the application and grant award. This is similar to the cover page of the current paper applications. On this page, there are many required fields (some will be designated with an asterisk "*") you will need to fill out. If you encounter problems or need clarification on what the questions are asking, please check the online help by clicking the floating HELP button.

Please note: when identifying individuals involved in this grant, you **cannot** list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in the agency while the project director will be overseeing project operations.

A. Main Summary Section Instructions – Complete the section fully.

   I. The first items required are the "Short Project Title" and "Brief Project Description." (These questions are located near the bottom of the page but must be completed first).

   ✓ Enter the name of the project title. This can simply be the abbreviation for the project in which you are applying for, (example: 2013 JABG – Mentoring Program). **Note**: There is a 50- character limit.

   ✓ Enter the project summary. This is a brief project description of the activities you will be conducting if awarded the grant. (Example: "This grant will support the statewide initiative of mentoring services in Indiana."). **Note**: There is a 320 –character limit.

II. Directly above the project title and project summary section will be the "start" and "end" dates for the project. These dates will be the timeframe in which the program will take place. The JABG grant is a 12 month grant with a start date of April 1, 2013 through March 31, 2014. The date format required is 04/01/2013-03/31/2014.

III.   Assign a Project Director, Financial Officer and Primary Contact for the project

   ✓   The Project Director and Primary Contact can be the same person. However the Project Director and Financial Officer **CANNOT** be the same person. They must be two separate users. Each project requires a <u>minimum</u> of two individuals to be registered into Egrants.

   ✓   The Financial Officer should be the individual responsible for control and reporting of the funds, such as you Auditor or Treasurer. The Financial Officer will likely be an employee of the Fiscal Agency and not the Applicant Agency (unless they are one in the same).

To select the <u>Project Director</u>, <u>Financial Officer</u> and <u>Primary Contact</u>, click on the dropdown arrow for each field.

Note: The <u>Project Director</u>, <u>Financial Officer</u>, and <u>Primary Contact</u> dropdown lists **only** contain the names of individuals who are *registered users* of the Egrants system and have security access to this grant.

   ▢ If the individual you wish to select does not appear in the dropdown list <u>and is</u> <u>not a registered user</u>, the individual must register with Egrants to obtain a user id and password and then obtain appropriate security to the grant.

   ▢ If an individual is already a registered user but does not appear in the list, they only need to obtain security access to the grant to appear in the list. <u>They do NOT need to re-register.</u>

Also Note: Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least **two** different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.

IV. Next you will need to add the Recipient Agency (Implementing Agency) to the application. If the Applicant Agency and the Recipient Agency are **DIFFERENT**, you will want to click on the "Add Recipient" button to find the agency. If the Applicant Agency and Recipient Agency are the **SAME**, you will want to click on the "Add Applicant as Recipient Agency" button.

V. You do **NOT** need to add signatories.

VI.   Near the bottom of the page, select a keyword to identify the priority area of the application. You **MUST** select a Keyword for your application. Entering a keyword will enhance future search capabilities.

VII.   Enter in your house and senate districts. The school district does not need to be identified. For help in identifying the appropriate district, please visit: http://www.in.gov/legislative/index.htm.

       **While this step is not required, it is helpful to have this information, if available. If your organization crosses districts, you may either select one or leave this section blank.

VIII. Once all information has been added to the Main Summary page, change the Completion Status (at the top of the page) from "in Process" to "Complete" and click the "Save" button at the bottom of the page.

IX. After the Main Summary page has been saved the rest of the application will be become available to complete.

****If you need to make changes to the Main Summary page once you have changed the completion status to Complete and have saved the information, you will need to go back into the Main Summary page and change the status back to "In Process" and save.

In order to submit an application all sections in the application must be set to "complete". Once you have this section completed, you will be returned to the "Application Summary" page to complete the remaining sections as they will become open once "Main Summary" has been completed.

Application Summary Screen:

Once the Main Summary Page has been completed and has been saved, you will be taken back to the Application Summary Screen where the additional sections are enabled. Select each hyperlink and complete the requested information.

The Four Sections that are circled in RED: Summary, Budget, Performance Indicators, and Recipient Agency Budget are the sections that are automatically configured in the system and can not be changed but will need to be completed before the application can be submitted.

1. Cover Page – 5pts

In each section of the application some question may require a response. This is designated by a "hammer" sign 🔨. ***If a response is required but no response is needed, you will just need to enter "N/A".

A. Type of Organization – The type of organization for the legal applicant and the implementing agency.

B. Geographical Area – Describe the geographical area that the project serves. The primary status of juvenile that will be served under the project.

C. New or Continuation Project – If it's continuation project, state the previous ICJI grant number and the total number of years of previous federal support.

D. Purpose Areas/Activity Areas - Pick from the drop-down list the purpose area the program falls under.

Select ONLY ONE activity area that your program will fall under if awarded. The selected activity area should match the select priority area. Additional information can be obtained at the Office of Juvenile Justice and Delinquency Prevention's website, https://www.ojjdp-dctat.org or ICJI's website, under the Youth Division page, http://www.in.gov/cji/2692.htm for an in depth breakdown of each purpose area and the mandatory reporting requirements for each.

    I. **Information Sharing**: establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts

    II. **Accountability**: establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies

    III. **Risk and Needs Assessment**: establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders

    IV. **School Safety**: establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs

    V. **Restorative Justice**: establishing and maintaining restorative justice programs

    VI. **Juvenile Courts and Probation**: establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism

E. What kind of evidence-base program are you implementing

F. Provide the agency's DUNS #.

G. Change the "Completion Status" from "In Process" to "Complete" and click on the "save" button.

2. New/Continuation Programs

Section Questions(s)

a) Is this a new program or a continuation program?

b) If the program is a continuation, give an overview of how the program has met objectives during the past grant period and describe the resulting impact.

c) If a continuation program, provide the previous ICJI grant number.

d) If a continuation, provide the total number of years of previous federal support.

e) Change the Completion Status from "In Process" to "Complete"

3. Executive Summary

The Executive Summary is the first thing read, last thing written and summarizes all of the elements of the grant application by describing an overview of the scope of the project; states the problem(s) or need(s); describes the goal, objectives, and outcomes to be gained; states the total cost of the project; and summarizes each major section of the proposal.

a) Change the "Completion Status" to" Complete" and Save.

4. 2013 JB PROBLEM STATEMENT, GOALS, OBJECTIVES, PI'S

Problem Statement

Section Question(s)

State the problem in which your proposed program seeks to alleviate. A problem Statement should be no more than three sentences long. The problem statement must make a clear, concise and evidence-supported statement of the problem you are addressing and wanting to solve. The problem will clearly define the problem as it exists in the community.

Problem Statement Section Scoring

- ✓ Is the problem statement succinct and concise?
- ✓ Does the reader feel they have a complete understanding of the problem?
- ✓ Does the reader feel they have an understanding of the problem's impact(s)?

Goal Statement

Section Question(s)

A goal statement is a broad statement of what you would like to accomplish. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about. The goal statement should clearly and directly tie to your problem statement the goal statement should only be a few sentences. Grantees must collect data to measure progress on achieving the goals and must report progress on achieving each goal in the quarterly program reports. Refer to the Performance Measures based on your purpose/activity area when developing the Goals.

Goal Section Scoring

- ✓ Is the goal succinct and concise?
- ✓ Does the reader feel they have a complete understanding of the program's goals(s)

Program Objectives and Output Measures

Section Question(s)

- ✓ Each Objective indicated must be directly related to the state Goal. Include dates when objective(s) will be reached, dates when objective(s) will be measured, and include valid indicator(s) of reaching the milestone. Objectives(s) must be measurable, attainable and realistic by identifying what will change, when and by how much (be sure to include a baseline number).

Program Objectives and Output Measures Scoring Section

- ✓ Are the objectives provided SMART (Specific, Measurable, Attainable, Realistic and Timely)?

✓ Do the objectives provided directly relate to the stated problem and program description?

Performance Indicators

There are mandatory performance measures on which each grantee must report on when they are awarded the grant. In this section you will need to go the Grant Guidebook and find the performance measures for your "Activity Area/Purpose Area" and list the performance indicators.

a) Change the "Completion Status" to" Complete" and Save.

 Performance Indicators Section

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On the Application Summary page, there is a link for the Performance Indicators only. There is nothing to add to this section of the application.

a) Change the "Completion Status" to "Complete" and Save.

5. Implementation Plan

An implementation plan is needed no matter whether your proposed project is new or a continuation of an existing project. Applicants need to provide a brief concise description of the format and methodology to be used in the program. It is crucial that the overall organization of the project and the relationship of different program components be clearly describe. Different program activities should be linked to one another and all should seek to achieve the overall program goal describe in the Goal sections. In short, this section should clearly describe "who, what, when, where, and how" of the project's operations.

Section Questions

This section is a grid where you will need to "Add Rows" by clicking on the Green Plus sign.

a) **Action Step** – This is a statement of what activity is to be completed.

b) **Who's Responsible** – This identifies who is specifically responsible for accomplishing the *Action Step*.

c) **Timeline** – This is a listing of a begin date and end date for this particular *Action Step*. The *Timeline* should be realistic and attainable.

d) **Projected Resources Needed** – This includes a listing of specific items that are needed to complete the *Action Step*.

e) Change the "Completion Status" to" Complete" and Save.

6. **Program Narrative/Needs Assessment**

This section should include a detailed description of the proposed project and details on how the program will work. The Needs Assessment is the foundation of your proposal. It should explain the problem and provide documentation to indicate that there is truly a problem. Keep the problem narrowly defined and make sure that you establish a logical connection between your organization and the problem to be solved. It is important to describe how the funding for this project would alleviate the problem.

Section Question(s)

Below are the questions that should describe the proposed program:

1st. How will the program will alleviate the state problem,

2nd. Specify and describe the target population(s) that will be impacted by the implemented program**?**

3rd. Identify community partners involved with implementing or coordinating the program, and describe their role in the program**.**

4th. The Needs Assessment must clearly identify and describe how the problem was determined and what relevant local facts, statistics and data was used to establish the program and how JABG funding will alleviate the problem.

Data and information for juvenile justice needs and crime problems should be included as part of your statement. Additionally describe existing gaps in community resources and how the gap was identified. Explain what need is created by this gap in services/programs.

Continuation Programs – Give an overview of how the program has met created objectives during the past grant period and describes the resulting impact. Describe the program's activities and accomplishments to date.

A. Has the original goals and objectives been revised? If so, describe the revised goals and measurable objectives, including what changes will be made in the continuation of this project.

B. Explain the issues that prevented the successful completion of the outcome goal(s).

C. Change the "Completion Status" to" Complete" and Save.

Program Narrative/Needs Assessment Section Scoring

✓ Did the grantee provide a detailed description of the full program to be implemented?

✓ Did the grantee clearly identify and describe how the issue/problem described in the problem statement was discovered and to be addressed?

✓ Did the grantee identify the partners involved in implementing or coordinating the program and include a description of their role in the program?

✓ Did the grantee provide numeric data, statistics, and other relevant facts that demonstrate that there is a problem?

✓ Did the applicant describe why the identified problem is an issue for the community?

7. Sustainability/Future Funding Plan

All applicants must describe its strategy for obtaining permanent financial support and provide a plan for the project at the conclusion of federal funding. The description must include the source of additional funding that helps maintain the level of services. This should include a description of existing local financial and volunteer support for the project and applicant's plan for involving other local organizations and individuals in acquiring permanent funding. Updates on obtaining permanent financial support will be required reports.

Section Questions

a) Describe the amount and source of match funds.

b) An estimated funding plan of r subsequent years, if applicable, including an estimated total length of time federal funding will be required for the project.

c) Respond to the question, "What will be the future of this project if federal funding is not available e for the project after this grant cycle?"

d) ***Applying for additional grants is not considered an adequate sustainability plan.

e) Change the "Completion Status" to" Complete" and Save.

8. Evaluation and Internal Assessment

This section will describe the process to be used to determine the effectiveness and success of the program. Restate the Goal, Objectives, and Performance Measures for this project. Indicate the procedures to be utilized by your agency to collect and report the data necessary to measure the progress and success of the project. Note: The Performance Measures are set by OJJDP and that data must be collected on a continuous basis.

Statewide programs must also include information related to the implementation and achievements of the project to date.

If continuation programs did not achieve success in terms of numbers and data, please provide an explanation why, what steps have been taken to change

Section Questions

a) Describe what outcome and output measures will be used to access whether the objectives have been met.

b) Clearly state what data will be collected, how, by whom, and when (i.e. monthly, quarterly, yearly). If applicable, describe how many volunteers will be used for this project.

c) Describe how the project will be internally assessed.

d) State progress toward meeting the stated Goals and Objectives.

e) Change the "Completion Status" to" Complete" and Save.

9.   Budget Detail

Note

This screen will pop up when the "Applicant Agency" and "Recipient Agency" are **Different,** depending on how you set up your agencies on the "Main Summary" page. If you receive this screen you will want to select the "Master Budget" and then click on the SAVE button.

Budget Summary:

The budget is a line item detail budget by budget category.

If categories are not listed in blue font, then the application does not permit any funds expended under these categories. Allowable categories will appear in blue font letting you know you may apply for funds You will need to complete each section individually.

Budget by Category:

For each category you are going to applying for, you will need to Click on "Add New Line" and fill specific questions.

Personnel –

1. Click "Add New Line" to add a position to the personnel category.

2. Identify any individual (by title) to be paid by the funds requested.

3. In the "Computation" section, you must include the equation for how pay is calculated for each position identified.

4. You also have the option to list each individual separately, including their estimated number of hours for the project and rate of pay. To do this you will need to click on the "Save and Add Another" button.

5. When you done entering information into the Budget Line Items, click on the "Save" button.

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After saving your information in the budget detail section, you will be taken back to the Personnel Category.

When you are done with the Personnel Category you can click on the "Back" button to take you back to the "Budget Summary" page.

I.   Budget by Category

Fringe Benefits – Fringe benefits for grant-funded personnel include FICA, Health Insurance, etc. and amounts budgeted should be based on actual known cost or an established formula. Benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project.

Contractual – Provide costs associated with individuals or entities providing services through a contractual arrangement. Attach detailed information to support the total cost of each contract. For each consultant enter the name, services to be provided, hourly or daily free (8 hour day), and estimated time on the project. Consultant fees must NOT exceed $450.00 per 8 hour day. If a contract is over the specified federal amount, it will require additional justification from OJJDP. List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e. travel, lodging, meals, etc…). Show the basis of computation for each service requested.

Travel – Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. See the JABG grant guidebook for current state rates. (Travel and training for contracted employees does NOT go in this section. Those expenses should be itemized under "Contractual"). Itemize travel expenses by purpose (i.e., staff to training, field interviews, etc.). For training projects, show the number of trainees and unit costs involved, including travel and meals. Identify the location of travel, if known, in the Budget Narrative, indicate the source of travel policies being used.

- Show the basis of the computation (i.e. two people to a three-day training at $XX lodging, $XX meals, $XX mileage).

Operating Expenses – Includes consumable such as paper, postage, software and equipment with an acquisition cost of **less** than $5,000.00 per unit. This also includes operating expenses such as rent and utilities. Show computations for all items. For example: Rent: $200/month x 12 months = $2,400.00

Equipment – List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of **more** than one year and an acquisition cost of $5,000.00 or **more** per unit. (Expendable items should be included in the Operating Expenses).

IMPORTANT: Match must be included in your budget. When including a match line item in the budget detail, indicate it is match by adding another line and stating the word "MATCH" before the description of the line item and click "Save". See an example below:

The Personnel Category will now show both amounts of the Program Coordinator and Match. Click the "Back" Button.

The Budget Summary screen will now show the total amount in the Personnel Category.

10. Match Requirement:

JABG has a cash match requirement of **10%**. A **Cash** Match equaling 10% of the _full_ program cost is required meaning the cash match must be _in addition_ to funds that would otherwise be made available for the program or project. The total program cost is made up of the Federal award amount and the cash match. Cash match cannot come from other federal funding sources, federal dollars or other obligated funds.

II. **Budget by Source:** List the total amount of funds by source.

1. Federal: Total amount of federal funds being requested.

2. Cash Match: Total amount of cash match included in the budget.

3. This should be the total amount of funds requested across all budget categories.

4. Change the "Completion Status" to" Complete" and Save.

****The top section ("By Category") MUST match the bottom section ("By Source")

11. Budget Narrative

The Budget Narrative provides an opportunity to provide a clear and detailed explanation for each line-item entry in the project's proposed budget. The categories in this section should directly correspond to the categories in the budget section of the application as well as should be mentioned in your application. Make sure your proposed budget items are eligible expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Enter N/A in categories where no funding is requested.

a) Provide a narrative description of all the line items for each budget category. A description of the item, how it will be used, and why it is necessary for the program should be included.

b) Change the "Completion Status" to" Complete" and Save.

12. Recipient Agency Budget

The recipient agency budget is the overall budget of the program described in the application. This budget includes all other funds received to operate the program. Other sources of funds might include other federal grant funds, local, collected fees, and donations.

a) Revenue

      1. Federal Funds

      2. State Funds

      3. Local Funds

Additional rows can be added to include other revenues outside of those listed.

b) Expenditures - Do not complete this section of the application.

c) Are any of these funds sources to be used in the implementation of this project? Yes/No

d) If so, describe the source and state the amount.

e) Do you intend to apply for continuation funding for this project? Yes/No

f) Change the "Completion Status" to" Complete" and Save.

13. Audit Requirements

Provide the general audit information for your agency. Per the Office of Management and Budget (OMB) Circular A-133 – Audit of States, Local Governments, and Non-Profit Organization", units of government are required to have an organization-wide, independent audit if their organization has expended $500,000.00 or more in federal funds within the organization's 12 month fiscal year.

State the following information:

1. Date of last audit

2. Dates covered by last audit

3. Date of next audit

4. Dates to be covered by next audit

5. State next audit will be forwarded to ICJI

14. Additional Required Attachments

This section is for all of the Attachments that will be uploaded for the application.

Organization Chart – All applicants are required to attach an organizational chart for the agency that will be implementing the program (the Recipient Agency).

Letters of Support – All applicants must attach at least two letters of support. Letters of support must be current and cannot be from a proposed contractor or individual currently employed with the applicant agency or a partnering agency. Letters of support should be obtained from individuals familiar with the applicant and their history of providing quality services similar to those for which funds are being requested.

Resumes/Job Description(s) – Applicants requesting funds for personnel must submit a job description/resume for each requested position.

Memorandum of Understanding – If applicable

Juvenile Crime Enforcement Coalition (JCEC)

Administrative Requirements and Assurances:

This section of the application requires the Applicant to attest to the contents of the application is true and accurate and to certify that the agency and all involved will comply with all conditions of the grant program.

Completing the Application

Each section within the application needs to be reviewed to ensure all questions have been answered. Once each section has been complete, change the status from "In Process" to "Complete."

After all sections have been marked as "Complete", the "Submit Application" button will be available. You DO NOT NEED to print the Signature Pages.

The status of the application will remain as "Open-Draft" until it is submitted to ICJI. The status will then change to "Open-Received" and will no longer be available to be changed. You do have the option to withdraw you application if your agency decides it does not wish to be considered for funding.

Once all application components are "Marked as Complete", please review the application by clicking the "View Application" button. You are able to print a copy of the application for your records. Once the application is ready for submission, click the "Submit Application" button. By clicking the "Agree" button, in lieu of a signature at the time of application, represents the legal binding acceptance of the terms of the application and statement of the validity of the representations made in the application.

Once the application has been submitted, Work Manager generates alerts to the Program and Fiscal contacts at ICJI assigned to the funding announcement.

If your application has been successfully submitted, you will receive a notice in Egrants: "Thank you for submitting your response to the Fund Announcement: JABG)." ICJI has received your submission and will begin processing. You can check the status of your submission at anytime by returning to www.in.gov/cji and opening your project through the "Project Management" search screen.

Application must be submitted through Egrants no later than 11:59 p.m. on Friday, January 25, 2013. Once an application is submitted, you will not be able to edit any portions of the application.